



Crook County Fire & Rescue

## **Part Time Administrative Assistant** **Job Description**

### **PURPOSE OF POSITION:**

The Part Time Administrative Assistant provides organizational and clerical assistance to the administrative staff of the Fire District.

### **ESSENTIAL JOB FUNCTIONS:**

The Administrative Assistant will assist in maintaining budgetary records, payroll records, accounts payable and research payment history.

The Administrative Assistant will use computer, software programs, other technology tools, and office equipment to perform a variety of administrative and technical tasks as assigned.

The Administrative Assistant will perform various duties with the District's ambulance billing program and data entry program including posting patient payments and recording ambulance billing and collection records.

The Administrative Assistant will perform light office duties including word processing, photocopying, answering the phone and filing.

The Administrative Assistant will perform additional administrative, technical, and analytical tasks in support of the Fire District's staff as assigned.

### **AUXILIARY JOB FUNCTIONS:**

The Administrative Assistant may prepare program statistical information and other documentation as requested and may assist with researching and compiling reports.

### **PHYSICAL DEMANDS OF POSITION:**

While performing office duties the employee will:

- Be able to talk, listen and speak clearly while talking on the phone and assisting the public at the front desk.
- Do computer work for extended periods of time.
- Use hands and fingers to handle or operate objects, tools, or controls and reach with hands and arms.



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- Lift or move up to 25 pounds
- Vision abilities required include close vision and the ability to adjust focus.

### **JOB QUALIFICATION REQUIREMENTS:**

**Mandatory Requirements:** High school education or equivalent. Ability to work effectively in an independent work environment. Ability to understand and follow oral and written instructions. Ability to work effectively with the public other employees and agencies.

**Desirable Qualifications:** Computer/software skills including database experience. Experience with public budgeting and HIPAA compliant data entry and communication.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Finance Manager